

広報番号： Announcement No.	CFAY-1100-06-09(R)
募集締切日： Closing Date	14 Sep 09
発行日： Date of Issue	24 Aug 09

<p>1.職種名 Job title (等級 Grade <u>5</u> / 語学等級 LAD <u>3</u>)</p> <p>Food Service Specialist, #405 (食糧サービス専門職)</p> <p>受諾可能な下位等級 Acceptable Trainee Level: 1-4</p> <p> <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical </p>	<p>募集人数 No. of Recruitment</p> <p>1 名</p>
	<p>4.募集範囲 Area of Consideration</p> <p><input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity</p> <p><input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance</p> <p><input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide</p> <p><input checked="" type="checkbox"/> 外部 Off Base Applicant</p>

<p>2.部隊 Activity Commander Fleet Activities, Yokosuka General Mess Department</p> <p>勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka-shi</p>	<p>**Those who previously applied for V/A, CFAY-1100-06-09 need not to reapply.</p>
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<p>3.勤務時間 Work Schedule (週 <u> 40 </u> 時間制^{hrww})</p> <p>勤務日 Work Days: 5 days a week (Monday thru Friday)</p> <p>勤務時間・休憩 Work Hours/Recess Period: 0800-1645/1200-1245</p>	<p>5.雇用の種類 Type of Employment</p> <p><input checked="" type="checkbox"/> MLC <input type="checkbox"/> HPT <input type="checkbox"/> IHA <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (__ヵ月 Months)</p>
<p><input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel</p>	

6.職務内容 Duties	See Attached Task List.
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7.資格要件／身体条件 Qualification/Physical Requirements

- a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work. If applicant does not have such work experience, completion of 4-years college/university in a related field may qualify him/her at 1-5 level.
- b. Knowledge of policies, regulations and procedures governing food service facility and operation.
- c. Knowledge of customer service concepts and practices.
- d. Skill in operating office automation software such as Microsoft Office (Word, Excel, Access, PowerPoint, and Outlook).
- e. Ability to supervise subordinates, provide advice and assistance on various subjects regarding operation.
- f. Ability to communicate effectively with all levels of personnel.
- g. Ability to speak, read and write English at fluent proficiency level (LAD-3).
- h. Ability to speak, read and write Japanese at native language level.

***An applicant who does not fully meet the qualification requirements stated above may be considered at 1-4 level as below:**

- a. One year of clerical, technical, or administrative work experience in any field. If applicant does not have such work experience, completion of 4-years college/university in any field may qualify him/her at 1-4 level.

***Handicapped applicants may be accepted, depending on the degree and kind of disability.**

英語力 English Language Proficiency : ☐必要なし None ☐初級 Basic ☐中級 Intermediate ☒上級 Advanced ☐特段の能力
Exceptional

學歷 Educational Background : N/A	免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8
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8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input type="checkbox"/> 運転免許証の写し Copy of Driver's License <input type="checkbox"/> 修了証／証明書の写し Copy of Certificate <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy		
9. 応募書類提出先 Office to Submit 内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、午後 0600 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600hrs to 1800hrs.): （注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible. 1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to: 〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地日本人雇用課 (N132) COMNAVFORJAPAN, Human Resources Office (HRO) Yokosuka 内線/Extension 243-8152 JN Employment Division (N132) 2. 外部（非従業員）提出先 Off Base Applicants must submit to: 〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA 管理第一係 Management Section 電話番号 Phone 046-828-6959 受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.		
10. 事務処理欄 For Official Use		
募集部隊担当者 Activity POC : CFAY Code420		軍電 (DSN) 243-8148/8143
PD No.: CFAY-1100-001	PD is accurate and current. Certified by Activity: mm	HRO: (rcvd: 6/24) jt 6/24 (rcvd: 8/20) jt 8/20

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
 提出された応募書類はお返ししません Submitted applications will not be returned.

Task list for Food Service Specialist

Directly supervises 36 MLC workers and provides assistance and advice with regard to operations. Performs work involved in the study, analysis, evaluation and development of operations, discusses operations and problems with employees and foremen. Duties include recruitment, placement, reassignment, promotion, separation, processing of personnel actions, personnel records and reports, hours of work, and control of leave. Prepares timekeeping, labor distribution and other related reports and requests for uniforms. Maintains liaison with outside organizations regarding personnel management, sanitation, safety, and requisitions. Accomplishes such special projects as the annual budget for determination of monthly subsistence fund requirements. Reviews accounting, statistical, operational, administrative and personnel reports and correspondence for correctness and completeness.

Interprets a variety of regulatory materials consisting of manuals, regulations, bulletins, pertaining to food preparation, sanitation, procurement of subsistence supplies, accounting procedures and report control. Disseminates information and instructions to military and local national personnel concerned and ensures thorough familiarity and strict compliance therewith. Attends menu planning advisory boards. Discusses operational matters with other conferees and makes recommendations for purpose of improving operational effectiveness of food service facility. Accompanies food service officer during inspection tours and personally conducts inspections throughout food services facility. Makes spot checks on sanitation, personal hygiene, kitchen utensils and equipment in use, stock record maintenance, and takes corrective action on discrepancies noted. Advises the food service officer on amendments to unit manning document, effective utilization of assigned strength and keeps him/her informed of any major changes in procedural matters.

Performs other related or incidental duties as assigned.